



Defense Logistics Agency

Defense National Stockpile Center

IGD 1016: CONTROL OF RECORDS

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1.0 PURPOSE

This IGD provides guidance with respects to the identification, maintenance and disposition of environmental records in relations to DNSC installations. This procedure applies to all employees of DNSC that utilize or maintain environmental records as part of their respective operational activities.

2.0 PROCESS

2.1 Records

Applicable ESOH records include, but are not limited to, the following:

- a) Information supporting the ESOHMS including records demonstrating conformance with requirements.
- b) All records required by applicable federal, state and local regulatory and judicial authorities pertaining to ESOH and operational activities of the DNSC.
- c) Facility-specific permits and licenses.
- d) Archived records.
- e) Installation specific plans, e.g., Spill Prevention Control and Emergency Response Plan.

2.2 Records Maintenance and Storage

Applicable records are legible, identifiable and traceable to the activity or process involved. ESOH records are stored and maintained in such a way that they are readily retrievable and protected against deterioration or loss. Records and documents created by the installation are maintained in electronic format whenever possible.

Where electronic storage is not possible, records are stored in hard copy form. All hard copy records are maintained in cabinet binders or other suitable containers and are under the care of the appropriate area. Records are kept in the environmental files at the Depots as applicable. DNSC HQ does not store all current Depot specific records, but may retain copies for historical purposes. These file areas are appropriately marked for historical information only.

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2.3 Record Retention

ESOH record retention depends upon the nature of the specific record. Retention schedules will be dictated by regulatory or judicial standards whenever applicable. All ESOHMS-related records shall be retained for a period of at least three years. Records maintained beyond the specified retention times, fall into three categories:

- a) Records for personal reference only.
- b) Documents specified in judicial actions and under the control of DNSC's Legal Services.
- c) Records for historical information.

3.0 EXAMPLES OF ESOHMS SUPPORTING DOCUMENTATION REFERENCES

The references listed below are not intended to be all inclusive but rather to provide examples of typical documentation and records, illustrative of the ESOHMS and are not necessarily controlled by this Manual.

3.1 Hardcopy Files

Depot Environmental Files

- 1. [Binghamton](#)
- 2. [Curtis Bay](#)
- 3. [New Haven](#)

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